



CALIFORNIA STATE TREASURER'S OFFICE

California State Government-An Affirmative Action Employer-Equal Opportunity to All Regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA).

ASSISTANT TREASURY PROGRAM OFFICER

DEPARTMENTAL - PROMOTIONAL

It is an objective of the State of California to achieve a drug-free workplace. An applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

DEPARTMENTAL FOR:

STATE TREASURER'S OFFICE
CA EDUCATION FACILITIES AUTHORITY
CA POLLUTION CONTROL FINANCING AUTHORITY
CA HEALTH FACILITIES FINANCING AUTHORITY

Testing is considered **continuous** as dates can be set at any time.
The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.

Applications (Form 678) may be filed in person or by mail with the:
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814
(916) 653-3100

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing requirements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE: \$3255 - \$3957

EMPLOYMENT REQUIREMENTS

Persons successful in this exam will be required to undergo a background investigation prior to appointment, which includes but may not be limited to, fingerprinting and disclosure of criminal records.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

(NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.)

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "II" or "III" etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to the examination as meeting 100% of the overall experience requirement.

EITHER I

One year of experience in the California state service performing the duties of a Junior Staff Analyst, Range B. Persons applying experience toward this pattern must have had a full-time assignment in California state service involving the evaluation, cashing and transfer of bonds and securities, or in the purchase of and sale of securities, or maintaining the cash position.

OR II

Possession of a Master's Degree in Accounting, Public or Business Administration, Economics or Finance.

OR III

Experience: Two years of experience in responsible financial management work such as in the trust, cash management or investment departments of a governmental agency, private agency or financial institution in work involving the evaluation, cashing and transfer of bonds and securities, or in the purchase and sale of securities, or maintaining the cash position. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to a Junior Staff Analyst, Range B.) (One year of graduate work in Accounting, Business Administration, Economics or Finance may be substituted for one year of the required experience),

and

Education: Equivalent to graduation from college, preferably with specialization in Accounting, Business Administration, Economics, or Finance. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

(Applicants who are within six months of satisfying the experience or education requirements will be admitted to the examination, but they must fully meet the experience or education requirements before being eligible for appointment.)

Special Personal Characteristics: Ability to qualify for a fidelity bond.

THE POSITION

This is the entry and first working level in the series. Under supervision, incumbents perform financial work of average difficulty in the Treasurer's Office in one of the following capacities: (1) in an analytical, research-oriented assignment, performing technical financial work of average difficulty. Typical assignments include preparing the more difficult, innovative statistical reports; assisting with the preparation of issue papers; gathering credit rating information pertaining to potential investors, and making recommendations; analyzing daily investment portfolios; identifying problem areas in the transferring of securities and taking appropriate action; taking investment offering calls, analyzing offerings and making prompt recommendations to the investment officers; determining when interest is due to security owners or should be collected for State-owned securities; assisting in the preparation of bond specifications and bidding documents; assisting in evaluating and implementing interim loans to bond funded programs; preparing data for analysis of deposited float; assisting in the review of bond indentures; and maintaining spreadsheets and charts; or (2) where the majority of duties involve the more difficult financial work, incumbents typically have responsibility for the accountability and reconciliation of a major program component, such as handling and reconciling all securities, notes and bonds receipted and disbursed from the Treasury; reconciling State account balances; reconciling the demand deposit; insuring proper funding of monies; the collection and calculation of interest due on State held securities, which requires complex interest formulas; and various other financial related elements. The work typically requires problem solving situations.

Positions exist in Sacramento.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION

Candidates may test only once during a 12-month period.

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal – Weighted 100.00%**Scope:**

- A. Knowledge of:
 - 1. Basic principles and procedures of general accounting, public finance, governmental accounting, and financial record-keeping.
 - 2. Functions and operations of the State Treasurer's Office.
- B. Ability to:
 - 1. Gather, organize and summarize financial data.

- 2. Analyze data and situations accurately and adopt an effective course of action.
- 3. Learn to utilize microcomputer systems and standard software applications in the performance of financial and analytical work.
- 4. Establish and maintain cooperative working relationships with those contacted.
- 5. Speak and write effectively.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the State Treasurer's Office. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

Veterans Preference points will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Testing Unit in Sacramento (916) 653-3100 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Testing Unit in Sacramento, (916) 653-3100 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be scheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Treasurer's Office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Treasurer's Office reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completion of 12 semester units of college-level work; (3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

STATE TREASURER'S OFFICE

Testing Unit • 915 Capitol Mall, Room 538 • Sacramento, CA 95814 • Telephone: (916) 653-3100

TDD Phone: (916) 654-9922

California Relay (Telephone) Service for the Deaf or Hearing-impaired:

From TDD phones: 1-800-342-5966

From Voice phones: 1-800-342-5833

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device